

7. Prepares, updates, maintains and processes a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations and laws; verifies and posts information as necessary to ensure completeness and accuracy; composes and prepares letters, memoranda, lists and other materials according to established procedures.
8. Assists in conducting staffing allocation studies and surveys; enters and maintains work calendars and salary schedules.
9. Develops, calculates and maintains position control tables; responsible for processing information from the position control system into the budget system and ensuring both are appropriately updated for any changes. Other Duties in Assisting the Director with special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of position control management.
2. District procedures, rules and regulations governing position control.
3. Basic research techniques.
4. Federal, state and local laws, regulations and guidelines governing the budget process.
5. District organization, operations, policies and objectives.
6. Standard office practices and procedures.
7. Principles and practices of public administration, including maintenance of public records.
8. Principles and practices of sound business communication; correct English usage, grammar, spelling, punctuation and vocabulary.
9. Uses of word processing, spreadsheet and other business management software.
10. Principles and practices of customer service and telephone etiquette.
11. Classified and certificated bargaining agreements.
12. District budget management and associated timelines.

Ability to:

Perform a variety of technical duties concerning position control tracking and management including the preparation/posting of related budget and accounting documents.

Prepare clear, concise and accurate correspondence, reports and other written materials.

Organize, set priorities and exercise sound independent judgment within areas of responsibility.

Operate a computer and other standard office equipment.

Make mathematical and statistical calculations quickly and accurately.

Maintain complex and confidential records and files.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.

Establish and maintain effective relationships with District administrators, management, staff, employee representatives, representatives of other governmental agencies, the public and others contacted in the course of work.

Education, Training and Experience:

Graduation from a recognized four-year college or university with a major in business administration, public administration or a closely related field preferred; and at least three years of progressively responsible human resources experience or business office experience in a school district or governmental agency. Completion of college-level coursework in bookkeeping or accounting is desirable.

Licenses; Certificates; Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

Physical

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District administrators, management, staff, employee representatives, representatives of other governmental agencies, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

Board Approval :April 15, 2010